

DISTRICT OF COLUMBIA COURT OF APPEALS

PROCEDURES FOR OBTAINING INTERPRETER VOUCHERS UNDER THE CRIMINAL JUSTICE ACT

In accordance with the policy behind the Hearing Impaired and Non-English Speaking Persons Act of 1987, D.C. Code § 2-1901 *et seq* (2002), the D.C. Court of Appeals endeavors to appoint counsel with appropriate language skills for appellants who need such accommodations. When this is not possible, counsel may file a motion with the court seeking a voucher for interpreter services. That motion should include the following:

1. A statement of the need for interpreter services and an explanation of how those services are expected to be utilized.
2. The name, address and hourly rate of the interpreter you will be using. Before choosing an interpreter, you must check with the Office of Interpreter Services located on the third floor of the H. Carl Moultrie Building in Room 3127 to obtain a list of approved interpreters for specific languages and to learn the court approved rate.
3. The amount of time it is estimated that the interpreter will spend on the case and the amount of compensation that you are seeking to have authorized for the interpreter.

Note that a request may not exceed \$1000. Additional services may be requested in a second voucher once the initially-requested funds have been exhausted. Any subsequent motion should explain the basis for the additional request.

Once you receive a voucher for expert services, please make a copy since the one you receive from the court will be the original that must be submitted to the Finance Office at Gallery Place. The voucher is two pages; the first page has a judge's signature and informs the Finance Office that you have received prior approval for obtaining these services. The second page is filled out by the interpreter/translation service that you use. If there is more than one provider, make a copy of the blank second sheet for each provider to record their time and costs. The originals of all of these forms are to be submitted to the Finance Office. Each provider should also retain a copy in case any issues arise. The payment will be made directly to the provider.